

Foster Home Record Checklist – Child Placing Agencies

Use of form: This form is used by licensing specialists to review foster home records to ensure compliance with DCF 54.04(1)(f)2., 3. and 7. This form may also be used as a self-study by child placing agencies to review compliance with licensing requirements under DCF 54 Child-Placing Agencies, and DCF 56 Foster Home Care for Children. Personally identifiable information will only be used to identify individual records. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: While at the child placing agency, licensing specialists should review foster home records in accordance with monitoring activity standards and determine whether each record contains the required information. Address each item on the checklist. Enter **C** (or date) to indicate compliance; enter **NC** to indicate noncompliance; enter **NA** if the item is not applicable. If violations are found, the licensing specialist will issue a DCF-F-2544-E, Child Welfare Noncompliance Statement and Correction Plan. If additional space for comments is needed, attach a separate sheet.

Name – Child Placing Agency	Address (Street, City, Zip Code)			Telephone Number
SIGNATURE – Licensing Specialist		Date Signed		
	Name – Foster Home	Name – Foster Home	Name – Foster Home	Name – Foster Home
General Requirements for All Level 1 – 5				
Foster home license application. 54.04(1)(f)7., 54.06(2)(a)3., 56.04(4)(a)1., 56.04(4)(b)1.				
Employment history of applicant 5 years (initial application). 56.04(4)(a)7., 54.01(3m)				
Foster home placement agreements. 54.04(1)(f)7., 54.06(2)(a)3.				
Signed statement indicating applicant has received the following: 56.04(4)(a)9., 54.01(3m)				
a. Brochure explaining the foster care reimbursement and rate structure including clothing allowance. 56.04(4)(a)9.a.				
b. Brochure explaining the foster parent insurance program including how to file a claim. 56.04(4)(a)9.b.				
c. Authorization for the licensing agency to contact DOJ and / or federal or local law enforcement. 56.05(1)(f), 54.01(3m)				
d. Authorization from any non-client resident 12 years old or older to contact DOJ and / or federal or local law enforcement if necessary. 56.05(1)(f), 54.01(3m)				
BID forms. 56.05(1)(f)1., 54.01(3m)				
CBC results. 54.01(3m), 56.05(1)(f)2.a.				
Response to Caregiver Check Results (IBIS). 54.01(3m), 56.05(1)(f)2.a.				
Results of check with local law enforcement per info on BID if applicable. 54.01(3m), 56.05(1)(f)2.a.				
(Initial and any break in licensure) (all licenses after 1/1/2008) Fingerprint Check. 54.01(3m), 56.05(1)(f)2.b.				
Child Abuse and Neglect registry check (WI). 54.01(3m), 56.05(1)(f)2.c., 54.01(3m)				

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Child Abuse and Neglect registry check (Out-of-State) if applicable. 54.01(3m), 56.05(1)(f)2.d.				
Reverse address by address of WI sex offender registry. 56.05(1)(f)2.e., 54.01(3m)				
Foster home assessment study or evaluation. 54.04(1)(g)11., 56.05(1)(b)1., 54.01(3m)				
Foster home licensing compliance study or survey. 54.04(1)(f)2.				
Current foster home license certificate with Level at which home is certified. 54.04(1)(f)2., 56.04(5)(a), 56.13(2)				
Verification of property insurance or waiver. 56.04(4)(a)2., 56.04(4)b.2., 54.01(3m)				
Verification of vehicle insurance. 56.05(3)(a), 56.05(4)(b), 54.01(3m)				
Health exam for all in household. 56.04(4)(a)3., 56.04(4)(b)5., 54.01(3m)				
Fire inspection if required by CPA. 56.04(4)(a)5., 56.04(4)(b)3., 54.01(3m)				
Water test if required by CPA. 56.04(4)(a)6., 56.04(4)(b)4., 54.01(3m)				
Drawing of layout of home. 56.04(4)(a)5m., 54.01(3m)				
Rabies certificate showing vaccinations are current for pets. 56.08(3)(a), 54.01(3m)				
Training Plan at time of renewal. 54.01(3m), 56.14(8)				
Notification of any previous licensure as a foster parent or any other type of caregiver for children, the name of the licensing agency and the period during which the license was held. 56.04(4)(a)8., 54.01(3m)				
Licensing modification application if applicable. 56.04(4)(c)2., 54.01(3m)				
Written approval to combine the care of foster children with regular part-time care of other non-related children or adults or conduct business or provide services in the foster home if applicable. 56.09(2)(a), 54.01(3m)				
Evidence that information gathered on Part A face sheet, DCF-F-CFS0872A-E has been provided to foster parent. 54.01(3m), 56.15(3)(d), 37.04(1)(a)				
Disaster Plan. 56.08(10m), 54.01(3m)				
Foster Parent Handbook. 56.12(1), 54.01(3m)				
Notification to school district when a license is issued. 54.01(3m)				
1. Name of foster home parents. 56.16(1)(L)1.				
2. Address and phone number of foster parents. 56.16(1)(L)2.				
3. Type of children expected to be placed in the foster home. 56.16(1)(L)3.				
4. Name, address and phone number of a contact person from the CPA with whom school staff can communicate when necessary. 56.16(1)(L)4.				
Level 1 Home				
Preplacement Training (within 6 months of licensure) – 6 hours. 56.13(3)(b), 54.01(3m)				
Agencies must use the preplacement on-line training or request an exception from the department Exceptions Panel. The website for the training is http://wcwpds.wisc.edu/foster-parent-training . 56.14(6)(a)				

	Name – Foster Home	Name – Foster Home	Name – Foster Home	Name – Foster Home
Placing agency has contact once per month with the foster parent. 56.18(1)(a), 54.01(3m)				
Level 2 Home				
Preplacement Training – 6 hours. 56.13(4)(a)1.a., 54.01(3m)				
<ul style="list-style-type: none"> If child-specific must complete preplacement training within 6 months of licensure. 56.13(4)(a)1.b., 54.01(3m) 				
Initial training during initial licensing period – 30 hours. 54.01(3m), 56.13(4)(a)2.				
<ul style="list-style-type: none"> If licensed before Jan. 1, 2011, the foster parent shall complete the initial licensing training before Jan. 1, 2015. 56.14(7)(c) If licensed before Jan. 1, 2011 and the foster parent providing verification that he / she has successfully completed a competency-based, pre-service training as described in DCFS Memo Series 2002-12 will not have to complete initial training. 56.14(7)(d) Agency must use Wisconsin Foundation Training for foster parents or request an exception from the department Exceptions Panel. 56.14(7) A foster parent who is licensed solely for the purpose of adoption of a domestic infant under 48.837, Stats., or a foreign child under s. 48.839 or 48.97, Stat., will not be required to complete the initial licensing training if they complete the pre-adoption preparation training required under s. DCF 51.10. 56.14(5)(c) 				
Ongoing training – after initial licensing period – 10 hours every 12 months. 56.13(4)a.3, 54.01(3m)				
Training using books, periodicals, and web based resources, television, and radio presentations may not exceed 20% of the required hours. 56.14(8)(b)3.				
Three favorable references. 54.01(3m), 56.13(4)(b)				
Placing agency has contact once per month with the foster parent. 56.18(1)(a), 54.01(3m)				
Level 3 Home				
Preplacement training – 36 hours. 56.13(5)(b)1., 54.01(3m)				
Preplacement training must include the 6 hours pre-placement on-line training and the Wisconsin Foundation Training for foster parents or an exception from the department Exceptions Panel The website for the on-line training is http://wcwpds.wisc.edu/foster-parent-training . 56.14(6d)				
Initial licensing training (During initial licensing period) – 24 hours. 56.13(5)(b)2., 54.01(3m)				
Initial training must include the following topics:				
(a) Crisis management 56.14(7e)(a)				
(b) Sexuality and sexual boundaries 56.14(7e)(b)				
(c) Sexual abuse 56.14(7e)(c)				
(d) Effects of maltreatment and trauma on child development 56.14(7e)(d)				

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(e) Building life skills 56.14(7e)(e)				
(f) Building birth family and cultural connections 56.14(7e)(f)				
Ongoing training – 18 hours every 12 months. 56.13(5)(b)3., 54.01(3m)				
Training using books, periodicals, and web based resources, television, and radio presentations may not exceed 20% of the required hours. 56.14(8)(b)3.				
56.13(5)(a)1., 54.01(3m) Applicant must have at least 3 of the following:				
a. A minimum of one year of experience as a foster parent or kinship care provider with a child placed in his or her home for at least one year. 56.13(5)(a)1.a.				
b. A minimum of 5 years of experience working with or parenting children. 56.13(5)(a)1.b.				
c. A minimum of 500 hours of experience as a respite care provider for children under the supervision of a human services agency. 56.13(5)(a)1.c.				
d. A high school diploma or the equivalent. 56.13(5)(a)1.d.				
e. A college, vocational, technical, or advanced degree in the area of a child's treatment needs, such as nursing, medicine, social work, or psychology. 56.13(5)(a)1.e.				
f. A substantial relationship with the child to be placed through previous professional or personal experience. 56.13(5)(a)1.f.				
g. Work or personal experience for which the applicant has demonstrated the knowledge, skill, ability, and motivation to meet the needs of a child with a level of need of 3. 56.13(5)(a)1.g.				
2. If an applicant for certification to operate a Level 3 foster home relies on experience that meets the requirements in subd. 1.b. or f. as one of the 3 required criteria in the above paragraph, the applicant shall also meet the criteria in subd. 1.a., c., e., or g., 56.13(5)(a)2., 54.01(3m)				
Two in-person contacts per month with the foster parent if a child is placed. (One contact shall be in foster home). 56.18(1)(b)1., 54.01(3m)				
If a Level 1 or 2 child is placed in a Level 3 or 4 home, agency must have at least one in-person contact per month with foster parent. 56.18(1)(b)2., 54.01(3m)				
If a Level 3 to 5 has not had placements for 3 or more months, an in-person contact in the foster home must be conducted prior to or within 24 hours of a placement. 56.18(1)(b)3., 54.01(3m)				
Applicant must have 4 favorable references. 56.13(5)(c), 54.01(3m)				
– 3 references by unrelated persons. 56.13(5)(c)1.a., 54.01(3m)				
– One reference letter shall be regarding the applicant's qualifications under DCF 56.13(5)(a)1., excluding par. (a)1.d. 56.13(5)(c)1.a., 54.01(3m)				
– The fourth favorable reference shall be from a relative (adult child, if applicable). 56.13(5)(c)1.b., 54.01(3m)				

	Name – Foster Home	Name – Foster Home	Name – Foster Home	Name – Foster Home
Level 4 Home				
Preplacement Training – 40 hours 56.13(6)(b)1., 54.01(3m)				
<ul style="list-style-type: none"> Preplacement training must include the preplacement on-line training and the Wisconsin Foundation Training for fosters or an exception from the department Exceptions Panel. The website for the on-line training is http://wcwpds.wisc.edu/foster-parent-training. 56.14(6h)(a)1.a.; 56.14(6h)(a)2. Training must also include 4 hours of child-specific or population-specific information. 56.14(6h)(a)1.b. 				
Initial Licensing Training (During initial licensing period) – 30 hours. 56.13(6)(b)2., 54.01(3m)				
Initial training must include the following topics: 56.14(7m)(a)				
(a) Crisis management				
(b) Sexuality and sexual boundaries				
(c) Sexual abuse				
(d) Effects of maltreatment and trauma on child development				
(e) Building life skills				
(f) Building birth family and cultural connections				
(g) 6 hours of child-specific or population-specific training 56.14(7m)(b)				
Ongoing Training – 24 hours every 12 months. 56.13(6)(b)3., 54.01(3m)				
<ul style="list-style-type: none"> Training must include 8 hours of child-specific or population-specific. 56.14(8)(b)1r.d. Training using books, periodicals, and web based resources, television, and radio presentations may not exceed 20% of the required hours. 56.14(8)(b)3. 				
56.13(6)(a)1., 54.01(3m) Applicant must have at least 4 of the following:				
a. A minimum of one year of experience with children with a level of need of 3 as a foster parent or kinship care provider with a child placed in his or her home for at least one year. 56.13(6)(a)1.a.				
b. A minimum of 5 years of experience working with or parenting children. 56.13(6)(a)1.b.				
c. A minimum of 500 hours of experience as a respite care provider for children under the supervision of a human services agency. 56.13(6)(a)1.c.				
d. A high school diploma or the equivalent. 56.13(6)(a)1.d.				
e. A college, vocational, technical, or advanced degree in the area of a child's treatment needs, such as nursing, medicine, social work, or psychology. 56.13(6)(a)1.e.				
f. A substantial relationship with the child to be placed through previous professional or personal experience. 56.13(6)(a)1.f.				

g. Work or personal experience for which the applicant has demonstrated the knowledge, skill, ability, and motivation to meet the needs of children with a level of need of 4. 56.13(6)(a)1.g.				
2. If an applicant for certification to operate a Level 4 foster home relies on experience that meets the requirements in subd. 1.b. or f., as one of the 4 required criteria in the above paragraph, the applicant shall also meet the criteria in subd. 1.a., c., e., or g. 56.13(6)(a)2., 54.01(3m)				
56.13(6)(c), 54.01(3m) Applicant must have 4 favorable references.				
– 3 references by unrelated persons. 56.13(6)(c)1.a., 54.01(3m)				
– One reference letter shall be regarding the applicant's qualifications under DCF 56.13(5)(a)1., excluding par. (a)1.d.				
– The fourth favorable reference shall be from a relative (adult child, if applicable). 56.13(6)1.b., 54.01(3m)				
Two in-person contacts per month with the foster parent. 56.18(1)(b)1.				

Level 5 Home

Program Manager Qualifications – Must have one of the following:

- 4 year college degree in approved field. 56.13(7)(e)4.a., 54.01(3m)
- 2 years supervised full-time work experience in out-of-home care program. 56.13(7)(e)4.b., 54.01(3m)
- Personal experience with a family member who has similar needs. 56.13(7)(e)4.c., 54.01(3m)

Program Manager must have one of the following:

- Previous employment as a manager or supervisor 56.13(7)(e)3.a., 54.01(3m)
- A professional development plan to develop management and supervisory skills 56.13(7)(e)3.b, 54.01(3m)

Program Manager – 40 hours of preplacement training 56.13(7)(e)5., 54.01(3m)

Preplacement training must include the following information:

- (a) Preplacement on-line training
 - website is <http://wcwpds.wisc.edu/foster-parent-training> 56.14(6p)(a)
- (b) School advocacy 56.14(6p)(b)
- (c) Cardiopulmonary resuscitation (CPR) 56.14(6p)(c)
- (d) First aid 56.14(6p)(d)
- (e) Blood-borne pathogens 56.14(6p)(e)
- (f) Medication management 56.14(6p)(f)
- (g) Patient rights 56.14(6p)(g)
- (h) Positive behavioral supports 56.14(6p)(h)
- (i) Individual service plans 56.14(6p)(i)
- (j) Emergency plans 56.14(6p)(j)
- (k) Four hours of child-specific or population-specific training, orientation, or observation 56.14(6p)(k)

Program Manager – 30 hours of initial licensing 56.13(7)(e)6., 54.01(3m)

Initial Training must include the following information: 56.14(7e)

- (a) Crisis management 56.14(7e)(a)
- (b) Sexuality and sexual boundaries 56.14(7e)(b)
- (c) Sexual abuse 56.14(7e)(c)
- (d) Effects of maltreatment and trauma on child development 56.14(7e)(d)
- (e) Building life skills 56.14(7e)(e)
- (f) Building birth family and cultural connections 56.14(7e)(f)
- (g) 6 hours of child-specific or population-specific training 56.14(7s)(b)

Program Manager – 24 hours of ongoing training every 12 months 56.13(7)(e)7., 54.01(3m)

Ongoing Training must include the following:

- (a) Child maltreatment and reporting requirements 56.14(8)(b)1r.a.

(b) Prompt and adequate treatment 56.14(8)(b)1r.b.				
(c) Any required reauthorizations for first aid, blood-borne pathogens, and cardiopulmonary resuscitation. 56.14(8)(b)1r.c.				
(d) 8 hours of child-specific or population-specific training 56.14(8)(b)1r.d.				
(e) Training using books, periodicals, and web based resources, television, and radio presentations may not exceed 20% of the required hours 56.14(8)(b)3.				
Two in-person contacts per month with the foster parent. 56.18(1)(b)1.				